



STANDARDS OF APPRENTICESHIP

adopted by

POWER LINE CLEARANCE AND TREE TRIMMERS APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
TREE TRIMMER		408.664-010	4000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

(INSERT NAME OF COMMITTEE)

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards of Apprenticeship, Tree Trimmers, with supplements pertaining to the necessary work experience of the trade and progressive wage scale, when approved and registered with the Registration Agency, govern the training of apprentices in this industry.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be the state of Washington

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Must be at least eighteen (18) years old (provide copy of birth certificate or driver's license).**
- Education: **Must have high school diploma or the equivalent GED (provide transcript or diploma).**
- Physical: **Applicants must be physically capable of performing the work with due regard to working aloft in trees or aerial lifts, agility, strength and endurance.**
- Testing: **N/A**
- Other: **N/A**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. Application Process:

- a. Applications will be provided to all interested individuals by mail or in person at:**

NW Line JATC

(INSERT NAME OF COMMITTEE)

**6162 NE 80th Ave.
Portland, OR 97218
Information Line: 503-972-5858**

- b. Prior to receiving an application, each applicant's name will be entered in the "Applicant Log" which will identify all applications by a log number that corresponds to the application number. All applications will be numbered and cannot be duplicated. Only original applications will be accepted.**
- c. All applications must be returned by the deadline specified on the opening announcement. Completed applications will be date stamped when received. All applications must be returned and completed with all supporting documentation within 90 days of the day of issue stamped on the application. Failure to complete an application within the 90-day period will require the applicant to reapply.**

2. Application Notice and Schedule:

- a. Applications will be accepted year around.**
- b. Public notice of at least 30 days will be given in advance of the earliest date for application. The notice will establish the date, time and place applications will be accepted, list the minimum qualifications for the program, and provide a general description and duties of the occupation.**
- c. Application information will be disseminated according to the committee's affirmative action plan.**

3. Verification of Minimum Qualifications:

Applicants must submit documentation of minimum qualifications in order to be considered for the program. This information, along with any supporting documentation submitted, is non- returnable. All supporting documentation must be submitted by the specified deadline.

4. Non-Qualified Applicants:

Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.

5. Pool of Eligibles:

(INSERT NAME OF COMMITTEE)

- a. **Apprentices will be selected from a Ranked Pool of Eligibles.**
- b. **Qualifying applicants will be scored and ranked based on the point system detailed below. These individuals will then be placed in a pool of eligibles in rank order and retained on the list for a period of two (2) years.**
- c. **Individuals may be removed from the pool at an earlier date by their request or following their failure to respond to an apprentice job assignment provided through the placement process.**

6. Placement Process:

- a. **Unemployed apprentices will be placed prior to selecting new apprentices. The JATC office will check with the union dispatcher for unemployed apprentice tree trimmers before filling an apprentice job request with an applicant from the pool of eligibles.**
- b. **Upon completion of their application, applicants will have their application scored and then be placed on the list of eligibles according to their score in ranked order. The pool of eligibles list will be re-ranked at least every 60 days.**
- c. **Apprentices are registered to the Committee, not to individual employers/training agents. Apprentices are employed by the employer/training agent.**
- d. **Training agents will have first opportunity to register current employees and sponsored applicants when they reach the top of the eligibility list. If you are currently working for a Tree Trimming contractor who is a training agent, your employer will have the first choice to employ you as an apprentice. If your employer fails to offer you employment as an apprentice, you will be dispatched to the next employer requesting an apprentice.**
- e. **In order to comply with the Affirmative Action goals, minorities and females on the Ranked Ordered list will be dispatched and registered in the order of request for such an applicant.**

7. Point System:

Qualifying applicants will be reviewed and scored according to the following point system. There are a total of 34 possible points available. Points will only be given if the applicant provides written documentation (letters from employers on company letterhead, DD214, course certificates, school transcripts, etc). Documentation for work experience must

(INSERT NAME OF COMMITTEE)

document both the type of work and the actual hours worked. Check stubs will not serve as documentation for work experience. A letter from the employer is required stating the type of work performed and the actual hours worked at each job classification.

- a. Trade-related work (8 points max.)
 - Power line clearance: 1,000 hours = 2 points
 - Trimmer (residential): 1,000 hours = 1 point
 - Groundman/logging: 2,000 hours = 1 point
- b. General work experience: Letter from employer on company letterhead: (4 points max)
 - General construction: 2,000 hours = 1 point
 - Other: 2,000 hours = 1/2 point
- c. Education related to occupation: Copies of cards and/or certificates. (6 points max.)
 - Herbicide Application card 2 points
 - ISA Certification 2 points
 - Flagging Traffic Control card: 1 point
 - First Aid/CPR 1 point
- d. High school education: Transcript or copy of diploma or GED. (4 points max)
 - High school diploma 3 points
 - GED or equivalent: 2 points
 - GPA - 2.0 or above 1 point
- e. Additional schooling: Transcripts or copy of Completion Certificate. (6 points max)
 - Trade school (need to specify): 3 points
 - Job Corps or B-Fit graduate: 3 points
 - 4 year college degree: 2 points
 - 2 year college degree 1 point
- f. Military/Americorps/Peace Corps: DD214. (4 points max)
 - 1 year service = 1 point
- g. Valid driver's license: Copy of driver's license
1 point
- h. Commercial driver's license: Copy of driver's license
1 point.

8. Exemptions:
After completion an application:

(INSERT NAME OF COMMITTEE)

- a. **An employee of a non-signatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and indenture at the appropriate period of apprenticeship based on previous work experience and related training.**
- b. **An Individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training**

B. Equal Employment Opportunity Plan:

- 1. The Committee will encourage employers to ensure that each workplace and training site is free from harassment of any kind.**
- 2. Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
- 3. Participation in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**
- 4. Cooperation with the local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
- 5. Internal communication of the sponsor's equal opportunity policy in such a manner as to understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.**
- 6. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship for Tree Trimmer shall not be less than 4000 hours of reasonably continuous employment, including the probationary period. Additional hours may be required due to being held by Committee action or additional time needed for completion of all requirements

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with the Standards shall be subject to a probationary period not exceeding the first 800 hours of employment as a registered apprentice.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all

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phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

In order to assure adequate supervision of all apprentices, the following ratio will be observed: maximum of one (1) apprentice to one (1) journey-level worker per job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

- A. An apprentice who is given credit for previous experience in the trade shall be paid the rate of the period to which such credit advances them.**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	65%
2	1001 - 2000 hours	75%
3	2001 - 3000 hours	80%
4	3001 - 4000 hours	90%

An apprentice who is given credit for previous experience in the trade shall be paid the rate of the period to which such credit advances them.

- B. Advancement Requirements:**

- 1. The Committee or Sub-Committee will review work records and class attendance on at least a quarterly basis. The Committee may advance, hold, suspend, or cancel apprentice agreements as performance indicates.**
- 2. The minimum hours required for advancement for each step of the apprenticeship is as follows:**

(INSERT NAME OF COMMITTEE)

	1ST STEP	2ND STEP	3RD STEP	4TH STEP	J-MAN
GROUND	1,000	250	250	200	1,700
CLIMBIN	0	250	200	300	750
BUCKET	0	500	550	500	1,550
TOTAL F	1,000	1,000	1,000	1,000	4,000

- C. Advancements are not automatic. Requirements must be met as listed:**
- 1. Meet the OJT hours required.**
 - 2. Meet the school hours required.**
 - 3. Have satisfactory employer records.**
 - 4. Have all monthly progress reports submitted.**
 - 5. Have satisfactory test results from classroom instruction.**
 - 6. All apprenticeship accounts with the JATC are paid in full.**
 - 7. All apprentices must obtain a Class B Commercial Drivers License with air brake endorsement within the first six (6) months after registration.**
 - 8. Apprentices advancing from 3rd to 4th pay step must have received a passing grade of 70% on the Washington Department of Agriculture, Pesticide Division, Stump Treatment Test.**

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. <u>TREE TRIMMER:</u>	<u>Approximate Hours</u>
1. Climbing..... (power and hand tools, pruning and trimming, crown reduction, tree removal and rigging)	700
2. Bucket Work..... (power and hand tools, pruning and trimming, crown reduction, tree removal and rigging)	1500
3. Ground Work..... (equipment operation and maintenance, hand tools and rigging, traffic control, bucket and falling)	1700
4. Herbicide Application.....	100
TOTAL HOURS:	4000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ Supervised field trips
- ☒ Approved training seminars
- ☒ A combination of home study and approved correspondence courses
- ☐ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☒ Training trust
- ☐ Other (specify):

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. Nothing contained within this Standard shall prohibit an employer or their authorized representative from disciplining employees for failure to comply with all state and employer safety rules and policies. Employer/Training Agents are encouraged to provide training in each facet of the occupation according to Section 8, Work Processes. In the event that an employer is unable to follow the schedule, the JATC may transfer the apprentice to assure adequate training.**
- 2. The Committee will not require apprentices to perform political activities of any sort, including (but not limited to) posting flyers, placing yard signs, working on phone banks, mailing, collecting funds, etc.**
- 3. A valid driver's license will be required by the employer upon obtaining employment. Each apprentice must obtain a Class B commercial drivers license with an air-brake endorsement during the first six months of employment after registration. A first step apprentice must work as a groundman. Schoolbooks and tuition must be paid for prior to attending class. No refund for books or tuition will be allowed by the Committee.**
- 4. Credit for Previous Training**

(INSERT NAME OF COMMITTEE)

Previous experience will be evaluated and credit awarded by the Committee for advanced standing of a new apprentice in the following manner:

- a. Applicants who have been registered apprentices in a like-program may transfer into this program at the same step, on the same Related Training schedule, and have all hours transferred accordingly. Records from previous apprenticeship program must be submitted.**
- b. Applicants who have not been registered in a like-program, yet who can show documentation of powerline tree trimming OJT hours may start per the following:**
 - (1) ≥ 1000 hours: start at 2nd period with credit awarded for 1000 ground hours; additional hours may be submitted for credit after a three-month evaluation of OJT experience.**
 - (2) < 1000 hours: start at 1st period, with hours submitted credited toward 1st period ground hours.**
- c. Applicants who provide documentation for tree trimming OJT experience, that is non-power line related, can receive credit upon entry into the program in the following manner:**
 - (1) 50% credit for aerial (bucket and climbing) experience, up to 1000 Ground hours; additional hours can be reviewed for credit after 3 months of OJT evaluation. (Ex: If 2000 hours of documented aerial experience are submitted, the applicant would receive credit for 1000 ground hours, and would start the apprenticeship at 2nd step.)**
 - (2) There will be no credit awarded for non-aerial, non-powerline hours.**
- d. Credit for documented Related Training will only be awarded if the apprentice has power line OJT, and shall be awarded in the following manner:**
 - (1) ≥ 2000 , hours may challenge 1st year Final in order to begin at 2nd year Related Training level;**
 - (2) < 2000 hours OJT, attend both years of Related Training**

5. Job Dispatch and Transfer

(INSERT NAME OF COMMITTEE)

- a. **An apprentice applicant or a registered apprentice must accept a dispatch from the I.B.E.W. locals 77 & 483 or a transfer (from one job location to another job location) by his/her current employer.**
- b. **Transfer or dispatch of apprentices between Eastern and Western Washington will conform to the following:**

Period of transfer or dispatch is not to exceed six months, unless mutually agreed to by the apprentice and employer.
- c. **When an apprentice is terminated for cause, the Committee will be notified immediately by the employer. The employer shall report the reason(s) for termination. The apprentice shall be scheduled to appear at the next scheduled Committee meeting.**
- d. **An apprentice does not have the privileges of a journey-level worker and shall not quit a job without permission of the Committee, although the apprentice does have the right to refuse work that is unsafe.**
- e. **All existing apprentices will be employed before new apprentices will be accepted into the program.**

6. Progress Reports

- a. **Apprentices must complete a Progress Report on a monthly basis. Mail your original report to the JATC office - 6162 NE 80th Ave. – Portland, OR 97218. Your report must be postmarked no later than the 15th day of the month following the month for which the report is due (e.g., January's Progress Report is due by the 15th of February). Progress reports shall be submitted for months that an apprentice is not working. The apprentice shall write "Not working" on the form and mail to the JATC office as stated above. Faxed progress reports will not be accepted.**
- b. **Failure to have progress reports in on time shall be cause for the following action:**
 - (1) **1st late Progress Report per Step of Advancement: Hours will be recorded and credit awarded; apprentice will be notified by mail that further late reports will not receive credit.**
 - (2) **3rd late Progress Report per Step of Advancement: the apprentice will be scheduled to appear before the Committee to show cause why his/her agreement should not be canceled.**

(INSERT NAME OF COMMITTEE)

- c. **Progress reports must be signed by the apprentice and the Crew Foreman or the General Foreman. In the event the General Foreman and Crew Foreman are unavailable, the apprentice shall submit the Progress Report as required; a copy will be returned to the apprentice for necessary signatures. Reported hours will be recorded, but not credited until signatures are received in the office.**

7. School & Work Attendance

- a. **Every apprentice is required to complete training curriculum for a minimum of 144 hours of related training per school year. Classes are held on alternate Saturdays, or as scheduled during the regular school year. Apprentices are required to be on time for school and attend the entire day of school, tardiness or leaving early may be counted as an absence**
- b. **Apprentices are expected to attend every session of school. Excused absences must be documented and may include job related work verified by your employer or employer representative and illness verified by a doctor. Documentation must be presented to the instructor or the JATC office.**
- c. **Non-excused class absences are not tolerated. For the 1st non-excused absence, the apprentice shall be subject to a 30-day hold on advancement. For the second non-excused absence, the apprentice will receive an additional 30-day hold on advancement, and be scheduled to appear before the Committee or Sub-committee at their next scheduled meeting.**
- d. **Class work missed due to any type of absence shall be completed by the apprentice as directed by the instructor.**
- e. **All apprentices are required to be punctual at work and school, and complete the yearly course curriculum with a minimum average of 80%.**
- f. **1st year apprentices must also receive a passing grade of 70% on the Washington Department of Agriculture, Pesticide Division, Stump Treatment Test. Failure to complete this requirement before the start of the next school year, will require the apprentice to repeat the 1st year of related training. Failure to pass the Stump Treatment Test during the second time through the 1st year of related training will result in termination from the apprenticeship program.**

8. Proper Dress

(INSERT NAME OF COMMITTEE)

- a. **Apparel ornaments, or jewelry that could be cause for a hazardous working condition shall not be worn during working hours.**
- b. **Apprentices will dress for work and school in an appropriate and professional manner.**

9. Complaint Resolution Procedure

- a. **An employer or apprentice who has a dispute with the Committee must proceed as follows:**
 - (1) **Reduce the grievance/concern to writing and submit it to the apprenticeship office no later than ten (10) calendar days before the next scheduled Committee meeting date for placement on the agenda.**
 - (2) **Attend the meeting and attempt a resolution of the dispute.**
 - (3) **The outcome will be communicated in writing to the apprentice and/or employer, and the Washington Department of Labor and Industries, Apprenticeship Division within (5) calendar days of the JATC meeting.**
- b. **Appeals to decisions made by the JATC must be made in writing, by the apprentice or employer involved, no later than (10) days before the next scheduled meeting Committee meeting.**
- c. **Appeals to decisions made by the Committee may be made in writing to the Washington Department of Labor and Industries, Apprenticeship Section, PO Box 44530, Olympia, WA 98504-4530.**
- d. **Applicants or apprentices who feel that they have been discriminated against on the basis of race, color, religion, nation origin, or sex with regard to apprenticeship, or that the equal opportunity standards with respect to his or her selection have not been followed may follow the procedures outlined in WAC 296-05.**

10. Cancellation

- a. **Cancellation may occur at the request of the apprentice at anytime.**
- b. **Cancellation by the Committee can occur without a defined reason during an apprentice's initial probationary period.**
- c. **Cancellation by the Committee after an apprentice's probationary period must be for cause with a reasonable opportunity for correction**

(INSERT NAME OF COMMITTEE)

allowed when circumstances warrant it. Apprenticeship agreements can be canceled for such causes as:

- (1) Violations of these standards, or refusal to sign required paperwork.
- (2) Not accepting a job dispatch or transfer.
- (3) Excessive lateness or absenteeism from apprenticeship school.
- (4) Failure to maintain the desired level in school.
- (5) Not showing up or being late for work.
- (6) Lack of satisfactory job performance from employer reports.
- (7) Irresponsible act, falsification, cheating, or severe attitude problems.
- (8) Repeated or continuous job and/or school problems (e.g., disruption of class).
- (9) Using alcohol or controlled substances on school property or job site

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

(INSERT NAME OF COMMITTEE)

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not

(INSERT NAME OF COMMITTEE)

exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/eForms> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction

(INSERT NAME OF COMMITTEE)

- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing

(INSERT NAME OF COMMITTEE)

to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

(INSERT NAME OF COMMITTEE)

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: A quorum shall consist of one management and one union committee member provided that they are at a regularly scheduled meeting and that full minutes of the proceedings are distributed to all JATC members.

Program type administered by the committee: **GROUP JOINT**

It is the goal of the Washington Power Line Clearance and Tree Trimming Joint Apprenticeship and Training Committee (JATC) to train qualified journey-level tree trimmers. Apprentices assist in the attainment of this goal by having pride in their job, pride in their schooling, and pride in their industry.

The JATC is composed of an equal number of union and management representatives. The JATC shall meet at least quarterly every year.

The employer representatives shall be:

**Larry Lee, Secretary
Asplundh Tree Experts
7524 NE 175th
Bothell, WA 98011**

**Gary Johnston
Asplundh Tree Experts
7524 NE 175th
Bothell, WA 98011**

**Aaron Reginato
Trees, Inc.
PO Box 1847
Rogue River, OR 97537**

The employee representatives shall be:

**Alice Phillips, Chair
I.B.E.W. Local 483
2811 S. Mullen
Tacoma, WA 98409**

**Mike Johnson
IBEW Local 77
N 1506 Washington Street
Spokane, WA 99201**

**Larry White
I.B.E.W. Local 77
PO Box 12129
Seattle, WA 98102**

**Rick Hite (Alternate)
I.B.E.W. Local 483
2811 S. Mullen
Tacoma, WA 98409**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Bill Stone
JATC of the Northwest
6162 NE 80th
Portland, OR 97218**